



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



Single Sign On Brown Bag Session 2

EDA/WAWF PMO

January 28, 2014



Awareness Training Series

Agenda

Series Agenda - Awareness Training Sessions on SSO

SESSION 1 - **SSO NAVIGATION**

(SSO OVERVIEW, LOGON, LOGOUT, SESSION TIME-OUT, KNOWN ISSUES, TIPS, PASSWORD RESET, SELF REGISTRATION, ADMINISTRATIVE ACCOUNT REQUESTS, SPECIAL ROLE REQUEST, AAI NOTIFICATION, CDR NOTIFICATIONS, CONTRACT LOAD NOTIFICATIONS)

SESSION 2 - **USER ADMINISTRATION FOR EXECUTIVE AND EDA POC**

(PROCESS REGISTRATION, USER ADMINISTRATION, EDA POC ASSIGNMENT, CDR POC ASSIGNMENT, PASSWORD RESET, CERTIFICATE RESET, ARCHIVE/DELETE USER) SAMPLE EMAILS, CDR POC OFFICE SETUP & ASSIGNMENT, CSA MAINTENANCE

SESSION 3 - CONTENTS TBD



EDA Administration

EDA Administration Console

- EDA Administration Menu
 - Account Information/Activation
 - Query User
 - User Profile
 - Change Status
 - Inactivate User
 - Activate user
 - Archive User



EDA Administration Cont'd

- Process Registrations
 - Suspend Registration
 - Activate Registration
 - Delete Registration
- Government Support Contractor Requests
 - Adding DoDAACS/Contract Numbers to GSC accounts.
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History



Delete Registration

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields.
Action.

er Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA vernment	US Air Force	2013/09/16	NO	NO		YES				
EDA vernment	US Air Force	2014/01/17	NO	NO	Stored in Another Location	NO				
EDA vernment	US Air Force	2013/12/13	NO	NO	Attached in WAWF	YES				
EDA vernment upport ntractor	US Air Force	2014/01/13	NO	NO	Review Required	NO	HQ033701SS014			
EDA vernment	US Air Force	2013/11/22	YES	NO	Review Required	YES				
EDA vernment upport ntractor	US Air Force	2013/12/23	YES	NO	Review Required	YES	FA852004CC410		2016/12/23	

(1 of 1)

Comments:

ill roles.
375 status is in 'Review Required'.

**Registrations
will
automatically
be deleted
after 30 days if
not acted
upon.**



Archive Registration

EDA Administration Console - Windows Internet Explorer

http://wawf-gt.hill.af.mil/eda/admin/EdaAdminConsole.html

File Edit View Favorites Tools Help

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

hment DoAAC

Upload MIPR Attachment Number

EDA Contract

equal to

equal to

Actions

Access To Role

No records found.

Select One

on of search criteria into the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields.
3 in at least one search field. Enter search data then click the 'Search' button.

set

ems found)

Userid	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contr Expira Date
edapmogsc34	EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS014		

10 (1 of 1)

Comments:

atus' button to change the activation action of a single user in a table row.
tatus' or 'Send all to Archive' button to change the activation action for all roles.
r Profile' button to edit user profile. Comments are mandatory when DD2875 status is in 'Review Required'.

edaAdmin_vFerf6tMNpI7nNQcIsGJm

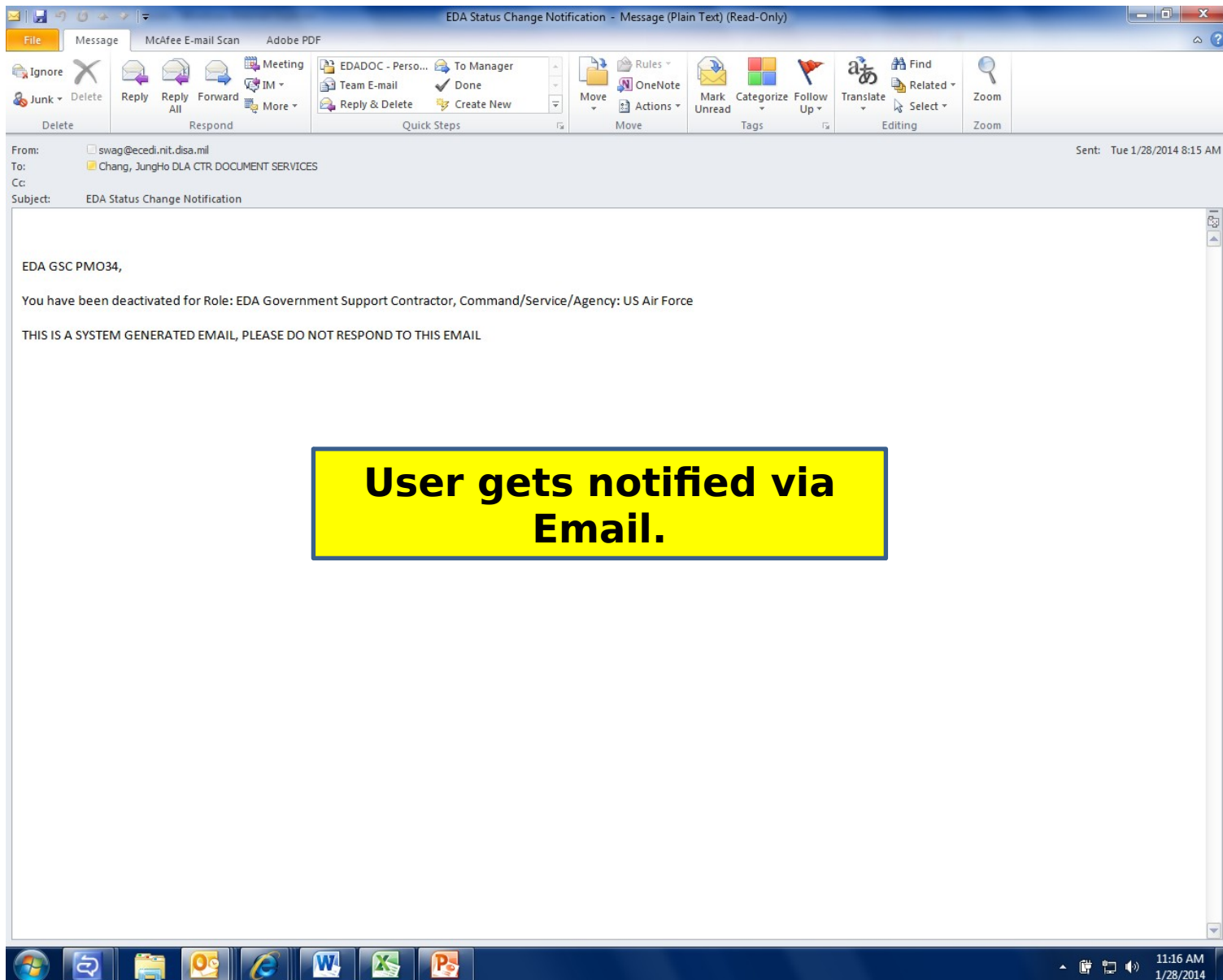
Trusted sites | Protected Mode: Off

8:53 AM 1/28/2014

Registrations can be Archived



Archive Registration Cont'd





Archive Registration Cont'd

EDA Administration Console - Windows Internet Explorer

https://wawf-gt.nit.disa.mil/.../auth/eda/admin/EdaAdminConsole.xhtml

File Edit View Favorites Tools Help

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
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- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Attachment Number

EDA Contract


Access To Role

Actions

No records found.

Select One

the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. field. Enter search data then click the 'Search' button.

First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS014			

Change Status

Comments:

activation action of a single user in a table row.
'hive' button to change the activation action for all roles.
er profile. Comments are mandatory when DD2875 status is in 'Review Required'.

https://wawf-gt.nit.disa.mil/.../auth/eda/admin/EdaAdminConsole.xhtml

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8:55 AM
1/28/2014

**Will be
treated like
a pending
registration.
Click
"Change
Status" Icon
to Activate**



Activating a Government Support Contractor (GSC)

How to activate an EDA Government Support Contractor (GSC).
A user's EDA POC or an EDA Executive must first add the GSC's Contract Expiration Date:

1. From the EDA Administration Menu select Account Information/Activation
2. Input GSC search criteria
3. Select Search
4. From the Actions column select Edit Contract icon
5. Enter the New Contract Expiration Date
6. From the Action Column select Approve from the drop down menu
7. Click Submit
8. Once the Contract Expiration Date is entered then either an EDA Admin, EDA POC, or an EDA Executive can activate the GSC



Activating GSC Registration

Error: Comments are mandatory when activating roles where DD 2875 form status is set to Review Required.

Error: The user, edapmogsc34, can not be activated until a Contract Expiration Date has been entered.

The screenshot shows the EDA Administration Console interface. At the top, a red error message is displayed: "Error: Comments are mandatory when activating roles where DD 2875 form status is set to Review Required. Error: The user, edapmogsc34, can not be activated until a Contract Expiration Date has been entered." Below the error message is a search criteria form with various fields for user information and contract details. The form includes sections for Search Criteria, User Information, and Contract Information. The User Information section includes fields for User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User, and Active Status. The Contract Information section includes fields for Contract Number, Delivery Order, Contract Expiration Date, Issue By DoDAAC, Admin DoDAAC, Pay DoDAAC, Upload Attachments/Admin DoDAAC, Upload/Inactivate Contract DoDAAC, Contract Load Notification DoDAAC, MIPR DoDAAC, MIPR Number, Upload MIPR Dodaac, Upload MIPR Number, Upload MIPR Acceptance DoDAAC, Upload MIPR Acceptance Number, Upload MIPR Attachment DoDAAC, Upload MIPR Attachment Number, and EDA Contract. The form is currently empty, with most fields set to "equal to" or "- Select -".

**Received error
as you have to
enter a
Contract
Expiration Date
and account for
the DD2875
before you can
activate**



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

http://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

File Edit View Favorites Tools Help

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Attachment Number

equal to

EDA Contract


equal to

Access To Role

No records found.

Select One

the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. field. Enter search data then click the 'Search' button.

First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS014			

10 (1 of 1)

Comments:

activation action of a single user in a table row.
hive' button to change the activation action for all roles.
ier profile. Comments are mandatory when DD2875 status is in 'Review Required'.

https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

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9:05 AM 1/28/2014

Click "Edit Contract" Icon



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

https://wawf-gr.mil/disamail/html/eda/admin/EdaAdminConsole.html

File Edit View Favorites Tools Help

EDA Home Ogden EDA Home Columbus SAM http-links.salientfed Salient email Salient Time Sheet Pay-net https--wawf.eb.mil- Salient Expenses

EDA Administration Console

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Edit Contract Instrument Details

User Name: EDA GSC PMO34 User ID: edapmogsc34 User Type: EDA Government Support Contractor CSA: US Air Force

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
DoD Contract (FAR)	HQ033701SS014			Awaiting Approval	<input type="text"/>	- Select -

Submit Return

Enter Contractor Expiration Date- YYYY/MM/DD

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9:18 AM 1/28/2014

Enter the Government Support Contractor's Contract expiration date



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

http://wawf-gr... disa.mil .../eda/admin/EdaAdminConsole.shtml

File Edit View Favorites Tools Help

EDA Administration Console

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Edit Contract Instrument Details

User ID : edapmogov13

Info: The Contract Expiration Date has been updated for the associated role(s).

User Name: EDA GSC PMO34 User ID: edapmogsc34 User Type: EDA Government Support Contractor CSA: US Air Force

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
DoD Contract (FAR)	HQ033701SS014		2015/01/30	Awaiting Approval	2015/01/30	- Select -

Submit Return

Enter Contractor Expiration Date- YYYY/MM/DD

edaAdmin_vFerft6MNpl7nNQcIsGjm

Trusted sites | Protected Mode: Off

9:40 AM 1/28/2014

Once the new expiration date has been entered and "SUBMIT" clicked, the message, "Info: The Contract Expiration Date has been updated for the associated role(s)." will show indicating the expiration date has been updated successfully. Click "RETURN" to finish activation.



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

https://www.gtm.disa.mil/vtmm/edu/eda/admin/EdaAdminConsole.xhtml

File Edit View Favorites Tools Help

★ Favorites EDA Home Ogden EDA Home Columbus SAM http--links.salientfed Salient email Salient Time Sheet Pay-net https--wawf.eb.mil- Salient Expenses

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
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- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Error: Comments are mandatory when activating roles where DD 2875 form status is set to Review Required.

Search Criteria

User ID	First Name	Last Name
equal to	equal to	equal to
User Type	Command / Service / Agency	E-Mail
- Select -	US Air Force	equal to
DD 2875 Status	Certificate User	Active Status
- Select -	- Select -	Archive
- Select -	Delivery Order	Contract Expiration Date
Review Required	equal to	- thru -
Attached in WAWF	Admin DoDAAC	Pay DoDAAC
Stored in Another Location	equal to	equal to
issue by DoDAAC	Upload Attachments/Admin DoDAAC	Contract Load Notification DoDAAC
equal to	equal to	equal to
Upload Attachments/Admin DoDAAC	Upload/Inactivate Contract DoDAAC	Contract Load Notification DoDAAC
equal to	equal to	equal to
MIPR DoDAAC	MIPR Number	Upload MIPR Dodaac
equal to	equal to	equal to
Upload MIPR Number	Upload MIPR Acceptance DoDAAC	Upload MIPR Acceptance Number
equal to	equal to	equal to
Upload MIPR Attachment DoDAAC	Upload MIPR Attachment Number	EDA Contract
equal to	equal to	equal to

edaAdmin_vFert6MNPli7nNQcIsGJm

Trusted sites | Protected Mode: Off

9:56 AM
1/28/2014

Oops! Forgot to account for the DD2875. Click "Return" at the bottom of the page.



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

https://wawf-gt.mil/disa.mil/shim/cuth/eda/admin/EdaAdminConsole.shtml

File Edit View Favorites Tools Help

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Number equal to

Upload MIPR Acceptance DoDAAC equal to

Upload MIPR Acceptance Number equal to

Upload MIPR Attachment DoDAAC equal to

Upload MIPR Attachment Number equal to

EDA Contract equal to

Special Role Actions

No records found.

Select One

Access To Role Actions

No records found.

Select One

Enter any combination of search criteria into the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. Data must be entered in at least one search field. Enter search data then click the 'Search' button.

Search Reset

Search Results (3 items found)

Item	Certificate User?	Userid	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?
1	NO	JEROEDAPOC	Jerolyn	Melendez	EDA Government Support Contractor	Columbus AFB - FA3022	2013/10/29	NO	NO	Review Required	ARCHIVED
2	NO	edapmogsc34	EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED
3	NO	CARRIEGOVT@EDA1111	Govt	Spann	EDA Government	Air Force Academy -	2013/08/29	NO	NO		ARCHIVED

We want to bring up the user's registration by itself. Copy the UserID and then click Reset



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

File Edit View Favorites Tools Help

EDA Administration Console

User ID: edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Acceptance DoDAAC

Upload MIPR Acceptance Number

Upload MIPR Attachment Number

EDA Contract

Access To Role

Actions

No records found.

Select One

the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields.
field. Enter search data then click the 'Search' button.

First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS014		2015/01/30	

10 (1 of 1)

Comments:

https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

Trusted sites | Protected Mode: Off

9:47 AM 1/28/2014

Click "Change Status" Icon



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

https://wawf.gsc.mil/eda/admin/EdaAdminConsole.html

File Edit View Favorites Tools Help

EDA Administration Console

User ID: edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/SIA Administration
- Exit

Upload MIPR Attachment Number

equal to

EDA Contract

equal to

Access To Role

Actions

records found.

Select One

1 Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields.
2h data then click the 'Search' button.

User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA Government Support Contractor	US Air Force	2014/01/13	YES	NO	Review Required	YES	HQ033701SS014		2015/01/30	

10 (1 of 1)

Comments:

1 of a single user in a table row.
change the activation action for all roles.
ments are mandatory when DD2875 status is in 'Review Required'.

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Trusted sites | Protected Mode: Off

10:54 AM 1/28/2014



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

http://wawf-gt.nit.disa.mil/.../eda/admin/EdaAdminConsole.xhtml

File Edit View Favorites Tools Help

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Attachment DoDAAC

Upload MIPR Attachment Number

EDA Contract

Special Role

Actions

Access To Role

Actions

No records found.

Select One

Enter any combination of search criteria into the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. Data must be entered in at least one search field. Enter search data then click the 'Search' button.

Search Reset

Search Results (1 items found)

Item	Certificate User?	Userid	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number
1	NO	edapmogsc34	EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS

10 (1 of 1)

Comments:

Trying to activate GSC registration

Change all Status

Note: Use 'Change Status' button to change the activation action of a single user in a table row. Use 'Change all Status' or 'Send all to Archive' button to change the activation action for all roles. Use the 'Edit User Profile' button to edit user profile. Comments are mandatory when DD2875 status is in 'Review Required'.

https://wawf-gt.nit.disa.mil/.../eda/admin/EdaAdminConsole.xhtml

Trusted sites | Protected Mode: Off

10:49 AM 1/28/2014

No "Edit Profile" Button - had to add a comment and then click "Change Status".



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

https://wwwf-gt.mil/disamail/html/eda/admin/EdaAdminConsole.html

File Edit View Favorites Tools Help

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Account Information / Activation

Search Criteria

User ID	First Name	Last Name
equal to edapmogsc34	equal to	equal to
User Type	Command / Service / Agency	E-Mail
- Select -		equal to
DD 2875 Status	Certificate User	Active Status
- Select -	- Select -	- Select -
Contract Number	Delivery Order	Contract Expiration Date
equal to	equal to	- thru -
Issue By DoDAAC	Admin DoDAAC	Pay DoDAAC
equal to	equal to	equal to
Upload Attachments/Admin DoDAAC	Upload/Inactivate Contract DoDAAC	Contract Load Notification DoDAAC
equal to	equal to	equal to
MIPR DoDAAC	MIPR Number	Upload MIPR Dodaac
equal to	equal to	equal to
Upload MIPR Number	Upload MIPR Acceptance DoDAAC	Upload MIPR Acceptance Number
equal to	equal to	equal to
Upload MIPR Attachment DoDAAC	Upload MIPR Attachment Number	EDA Contract
equal to	equal to	equal to

edaAdmin_vFerft6MNpI7nNQc5GJm

Trusted sites | Protected Mode: Off

10:37 AM 1/28/2014

Paste the
UserId in
the
window
and then
click
"Search"
at the
bottom of
the page.



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

http://wawf-gt.hq.mil/eda/admin/EdaAdminConsole.shtml

File Edit View Favorites Tools Help

EDA Administration Console

User ID: edapmogov13

EDA Administration Menu

- EDA Administration Home
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- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Upload MIPR Attachment Number

EDA Contract



Access To Role

Actions

No records found.

Select One

the User ID, First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields. field. Enter search data then click the 'Search' button.

First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions	
EDA	GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO	Review Required	ARCHIVED	HQ033701SS014		2015/01/30	 

10 (1 of 1)

Comments:

activation action of a single user in a table row.
hive' button to change the activation action for all roles.
er profile. Comments are mandatory when DD2875 status is in 'Review Required'.

edaAdmin_vFerft6MNpI7nNQcIsG/m

Trusted sites | Protected Mode: Off

10:43 AM 1/28/2014

Put a comment in the "Comments" box and click the "Change Status" Icon.



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

https://wawf-gt.nit.disa.mil/.../eda/admin/EdaAdminConsole.xhtml

File Edit View Favorites Tools Help

EDA Administration Console

User ID: edapmogov13

EDA Administration Menu

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- Account Activation History
- EDA C/SIA Administration
- Exit

equal to [] equal to []

Upload MIPR Acceptance DoDAAC Upload MIPR Acceptance Number

equal to [] equal to []

Upload MIPR Attachment Number EDA Contract

equal to [] equal to []





Access To Role Actions

records found.

Select One [] +

First Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields.

Click data then click the 'Search' button.

User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA Government Support Contractor	US Air Force	2014/01/13	YES	NO	Review Required	YES	HQ033701SS014		2015/01/30	   

10 (1 of 1)

Comments:

https://wawf-gt.nit.disa.mil/xhtml/auth/eda/admin/EdaAdminConsole.xhtml

Trusted sites | Protected Mode: Off

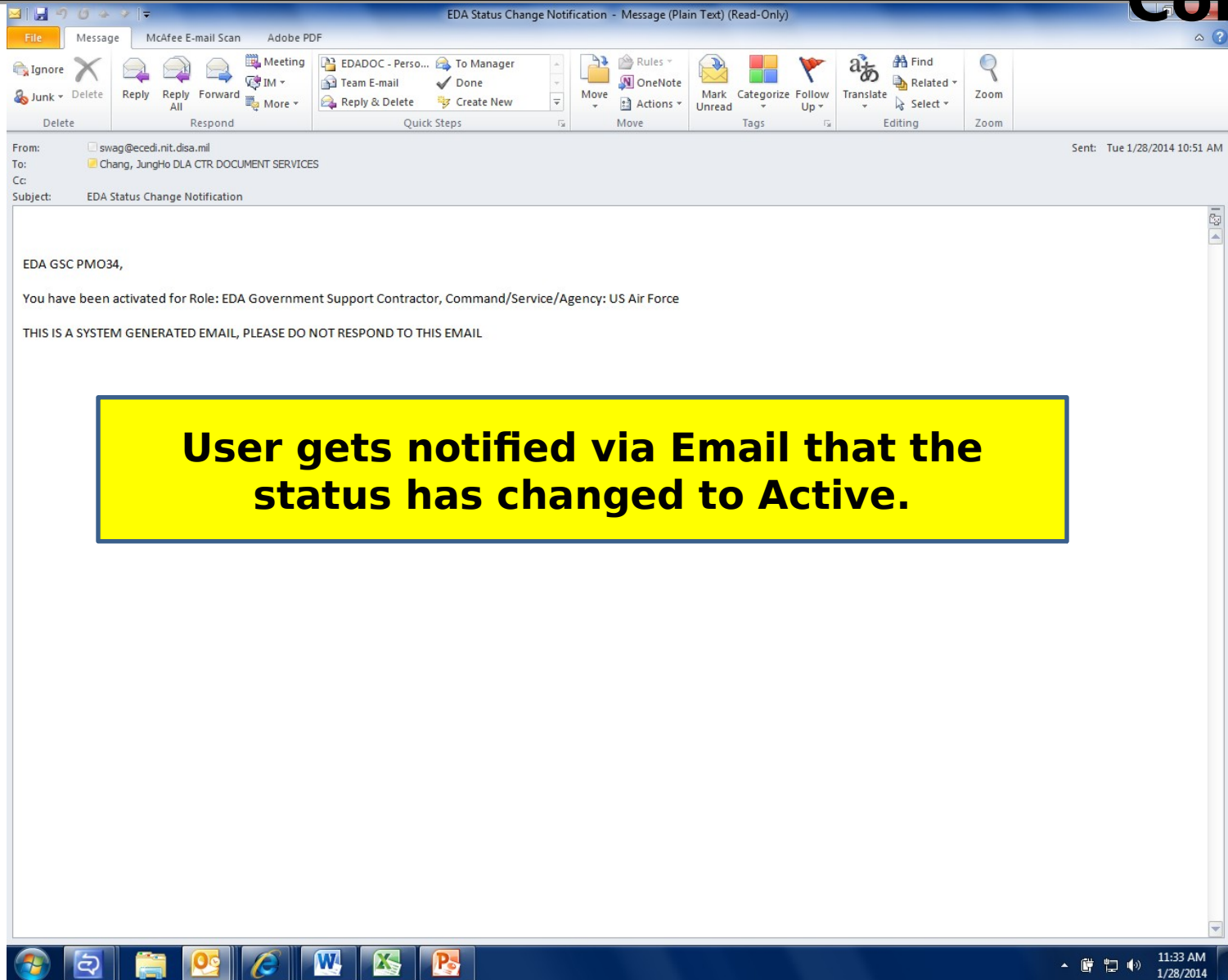
11:19 AM 1/28/2014

Now have
"Edit User
Profile"
Icon.
Click on
the Icon
and then
Scroll
down to
the
bottom of
the next
page.



Activating GSC registration

Cont'd





Activating GSC registration

Cont'd

At the bottom of the page, select one of the options. If you select "Stored in Another Location", you will be prompted to comment where it's located. I'll select "Attached in WAWF" and then click "Update".

EDA Administration Console - Windows Internet Explorer

http://wawf-gt.hill.af.mil/disas.mil/.../eda/admin/EdaAdminConsole.xhtml

File Edit View Favorites Tools Help

☆ Favorites EDA Home Ogden EDA Home Columbus SAM http--links.salientfed Salient email Salient Time Sheet Pay-net https--wawf.eb.mil- Salient Expenses

EDA Administration Console User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
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- Reset Certificate
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- Account Activation History
- EDA C/S/A Administration
- Exit

User Comments

Item	Date	Comment By	Comments
No records found.			

Comments

Item	Date	Comment By	Comments
1	2014/01/28 0850 MST	Ed EDA POC McPike	Trying to activate GSC registration

Add Comment

Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' button to save the comment.

Attachments

Item	Date	Attachments	Actions
No records found.			

Browse... Upload

Review DD2875 Form

Status:

Review Required

- Select -

Review Required

Attached in WAWF

Stored in Another Location

When 'Stored in Another Location' or 'Review Required' is selected, Location must be specified when status is 'Stored in Another Location'.

Update Return

edaAdmin_vFerf6t6MNpI7nNQcIsGJm

Trusted sites | Protected Mode: Off

11:20 AM 1/28/2014



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

https://wawf-gt.nsl.dla.mil/html/cvll/eda/admin/EdaAdminConsole.shtml

File Edit View Favorites Tools Help

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/S/A Administration
- Exit

Edit EDA Role

* Asterisk indicates required entry.

Info: User Profile is updated successfully.

User Information *

User ID	edapmogov13	
First Name *	Middle Name	Last Name *
EDA GSC		PMO34
E-mail *	Commercial Telephone *	Extension
Jungho.Chang.ctr@dla.mil	571-372-3488	
Intl Country Code and Phone	DSN Telephone	Mobile Telephone
Title *	Organization *	Rank/Grade
Support Contractor	EDA	
Attempted Logon Date	Locked Date	Last Access Date

Update was Successful. Click on Account Information/Activation

Password Security Answer 1	Password Security Answer 2	Password Security Answer 3
Blue	Gerry	Arlington
Certificate Issuer	Certificate Valid From Date	Certificate Valid To Date
Certificate Subject		

edaAdmin_vFerft6MNpl7nNQclsGlm

Trusted sites | Protected Mode: Off

11:39 AM 1/28/2014



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

http://www.gti.mil/disa.mil/disa/auth/eda/admin/EdaAdminConsole.shtml

File Edit View Favorites Tools Help

EDA Home Ogden EDA Home Columbus SAM http--links.salientfed Salient email Salient Time Sheet Pay-net https--wawf.eb.mil Salient Expenses

EDA Administration Console

User ID : edapmogov13

EDA Administration Menu

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- Exit

Account Information / Activation

Search Criteria

User ID	First Name	Last Name
equal to edapmogsc34	equal to	equal to
User Type	Command / Service / Agency	E-Mail
- Select -		equal to
DD 2875 Status	Certificate User	Active Status
- Select -	- Select -	- Select -
Contract Number	Delivery Order	Contract Expiration Date
equal to	equal to	- thru -

MIPR DoDAAC

MIPR Number

Upload MIPR Dodaac

Upload MIPR Number

Upload MIPR Acceptance DoDAAC

Upload MIPR Acceptance Number

Upload MIPR Attachment DoDAAC

Upload MIPR Attachment Number

EDA Contract

edaAdmin_vFerft6MNPi7nNQcIsGJm

Trusted sites | Protected Mode: Off

11:47 AM 1/28/2014

Enter the UserID and go to bottom of page and click "Search"



Activating GSC registration

Cont'd

EDA Administration Console - Windows Internet Explorer

https://www.gsc.mil/eda/admin/EdaAdminConsole.html

File Edit View Favorites Tools Help

EDA Administration Console

User ID : edapnmgov13

EDA Administration Menu

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- EDA C/S/A Administration
- Exit

Upload MIPR Acceptance DoDAAC

Upload MIPR Acceptance Number

Upload MIPR Attachment Number

EDA Contract

Access To Role

records found.

Select One

1 Name, Last Name, User Type, Command / Service / Agency, E-Mail, DD 2875 Status, Certificate User or Active Status fields.
Click data then click the 'Search' button.

DD2875 is accounted for and User Status is "Active".

User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
EDA Government Support Contractor	US Air Force	2014/01/13	YES	NO	Attached in WAWF	YES	HQ033701SS014		2015/01/30	

10 (1 of 1)

Comments:

edaAdmin_vFerft6MNpl7nNQcIsGJm

Trusted sites | Protected Mode: Off

11:51 AM 1/28/2014



Migration Changes

- Rank must be entered for Government Users
- Contract expiration date must be entered for Government Support Contractors (GSC)



SSO EDA Administration Console

Wide Area Workflow

User ID : EDIP19000040847
[Printer Friendly](#)

[User](#) | [Administration Console](#) | [EDA Administration Console](#) | [EDA](#) | [Documentation](#) | [Lookup](#) | [Logout](#)

WAWF
Administration

Welcome to Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

When an EDA Government or EDA Government Support Contractor user with special roles (EDA Executive, EDA POC, EDA User Admin or EDA PMO) privileges logs in, the 'EDA Administration Console' menu link will be displayed.

(2013-JAN-18) System: **All** Subject: **Message For: Government Users**

test

(2013-JAN-18) System: **WAWF/EDA/CORT/BI** Subject: **WIT Issue Action Required! Critical! Message For: All Users**

Testing WIT Issue 2653 SPR; View, Edit, or Delete System Messages.

(2013-JAN-17) System: **All** Subject: **Message For: All Users**

Help

Logon Date : 2013/02/07 16:26:48 EST Last Accessed Date : 2013/02/07 16:26:49 EST

[Security & Privacy](#) | [Accessibility](#) | [Vendor Customer Support](#) | [Government Customer Support](#) | [FAQ](#) | [Site Index](#)



SSO EDA Administration Console

EDA Administration Console

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- Exit

EDA Administration Home

Welcome to the EDA Administration Console.

Select an option from the EDA Administration Menu on the left side of the page to begin.



A new window of EDA Administration Console is displayed.

When a user with EDA POC privileges logs in to the EDA Administration Console, this is the menu that will be displayed.



User Administration



Edit ICON - Edit User Profile – Every aspect of a users account can be viewed and changed from the users profile (User Information, Command/Service/Agency (CSA), Supervisor, Supervisor Information, Access To, Special Roles, User Comments, Comments, Attachments, Review DD2875 Form)

- The DD2875 section – add an attachment
- **Comments are required** when 'Stored in Another Location' or when 'Review Required' is selected. Location must be specified in the Comments when status is 'Stored in Another Location'.



User Administration Cont'd



Change Status Icon – **Comments will be required** when activating any user. If the Change Status icon located next to the Comments box on the search results screen is clicked then after comments are entered all users in the list will be either activated or inactivated. To activate user individually, enter comments and then click the Change Status icon located on the user's line.



User Administration Cont'd



Send to Archive Icon –If the Send to Archive icon located next to the Comments box on the search results screen is clicked then all users in the list will be archived. To archive users individually click the Send to Archive icon located on the user's line.

NOTE: The DELETE option currently available in EDA production today has been replaced by the ARCHIVE process in SSO.



User Administration Cont'd



Suspend Registration ICON - All pending registrations show as INACTIVE as does Active users that have been Inactivated. The SUSPEND Icon is supposed to show on new registrations only, but is showing up on ALL Inactivated users (inactivated “active” users as well as pending users). This is a known issue that will be corrected.

To suspend a users pending registration click the Suspend Registration Icon on the user’s line.



User Administration Cont'd



Edit Contract Expiration Date – Exec/POC must enter the contract expiration date for the Government Support Contractor registration.



User Administration Cont'd



- EDM/EFR ICON



Account Information/Activation

Search Results (6 items found)

Item	Certificate User?	UserId	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?
1	NO	EDIP11148783515@EDA1111	William	Barauskas	EDA Government	US Air Force	2013/09/18	NO	NO
2	NO	cora_GovtSupport	Cora Govt	Leung	EDA Government	US Air Force	2014/01/17	NO	NO
3	NO	edapmogov13	Ed EDA	McPike	EDA Government	US Air Force	2013/12/13	NO	NO
4	NO	edapmogsc34	EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO
5	NO	EDIP1073178901	Robert	Steinhagen	EDA Government	US Air Force	2013/11/22	YES	NO
6	NO	DALESUPCON	Dale	Wolfe	EDA Government Support Contractor	US Air Force	2013/12/23	YES	NO

10 (1 of 1)

Comments:

The columns can be sorted by clicking on the arrow on the respective column.

The 'Change All Status' and 'Send all to Archive' action buttons are displayed besides comments. Comments will be mandatory for activating users if their DD 2875 is in 'Review Required' status.

The user's information/special roles can be edited using 'Edit' action button. The status can be activated/deactivated using 'Change Status' action button. The user can be deleted using 'Send to Archive' action button. Note: WAWF only deletes the users who have requested access but were never given it. All others will be archived.

DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
	YES				
Stored in Another Location	NO				
Attached in WAWF	YES				
Review Required	NO	HQ033701SS014			
Review Required	YES				
Review Required	YES	FA852004CC410		2016/12/23	



User Profile

User Information *

User ID	First Name*	Last Name*
GovEmp1	John	Smith
E-mail*	Telephone*	Ext
john.smith@us.navy.mil	3326679933	443
Intl Country Code and Phone*	DSN	User Type
8823239333320		EDA Government
Title*	Organization*	Rank/Grade (* for Government Users)
title	organization	rank
Attempted Logon Date	Locked Date	Last Access Date
		2012-05-18 14:44:10
Attempted Password Reset Date	Password Reset Locked Date	
Password Security Question 1	Password Security Question 2	Password Security Question 3
What is your home town?	What is your favorite color?	What is your favorite car?
Password Security Answer 1	Password Security Answer 2	Password Security Answer 3
Orlando	Red	Ford F150
Certificate Issuer	Certificate Valid From Date	Certificate Valid To Date
DOD CLASS 3 JITC CA-7	2010-02-25 13:23:07	2013-02-26 13:23:07
Certificate Subject		
CN=CacVenTwo.3010089215,OU=CONTRACTOR,OU=PKI,OU=DoD,O=U.S.Government,C=US		

The User information for the specific EDA user will be displayed here and the information which is not grayed out can be edited.



Edit User

Edit EDA Role

* Asterisk indicates required entry.

+ User Information *	
+ Command / Service / Agency *	
+ Supervisor *	
+ Access To *	
+ Special Roles *	
+ Comments	
+ Attachments	
+ Review Forms	

Submit Return

When the 'Edit' action button is clicked from Account Information / Activation menu screen for a specific user, the 'Edit EDA Role' page will be displayed for that user with the following information.



Edit User

— Command / Service / Agency *

Start typing in your Command / Service / Agency and a selection dropdown will be given on the third character typed.
You must select a Command / Service / Agency from the list.

NAVY \ COMLANTFLT \ NAVY CARGO HANDLING BATTALION 14 NAVRESCEN

The C/S/A information for the specific EDA user will be displayed here and can be edited.

EDA POC

Primary	Name	Telephone	Ext	DSN	E-mail
	Jean Liu	7036812566			liuj@ncr.disa.mil
Alternate	Name	Telephone	Ext	DSN	E-mail
	Jean Liu	7036812566			liuj@ncr.disa.mil

**The EDA POC Primary and Alternate information for the specific EDA user will be displayed here as read only.
Note: For EDA Government Support Contractor, additional editable field of 'Company' will be displayed with that information.**

— Supervisor *

First Name *	Last Name *
Jacob	Miller
Telephone	Ext
3324422233	664
Intl Country Code and Phone	
DSN	
E-mail	
jacob.miller@us.navy.mil	

**The Supervisor information for the specific EDA Government user will be displayed here and can be edited.
Note: For EDA Government Support Contractor this label will say 'Government Point of Contact (POC)'.**



Edit User

Access To *

- ☐ Government Transportation Requests (GTRs)
- ☐ Vouchers - Accounting
- ☐ Vouchers - Travel
- ☐ Vouchers - Military Pay
- ☒ Vouchers - Commercial Pay
- ☐ DD1716s
- ☐ Freight GBLs
- ☐ Personal Property GBLs
- ☐ Non-Automated GBLs
- ☐ Electronic 110s
- ☐ Signature Cards (DD577)
- ☒ Contracts
- ☒ Contract Deficiency Reports
 - ☐ ACO
 - ☐ PCO/Buyer
 - ☐ Reviewing Official

Note: Add up to 4 DoDAACs

DoDAAC	Role Type	Actions
No records found.		
TEST	Select One	+ -

And / Or

Note: Add up to 10 Contract Numbers

Contract Number	Actions
No records found.	
TEST	+

☒ Contract Pay Documents (EDM Documents - View Only)

Contract Pay Site	Actions
No records found.	
Select One	+ -

Auditor? ☒ Yes ☐ No

☒ Vendor Pay Documents (EDM Documents - View Only)

Vendor Pay Site	Actions
No records found.	
Select One	+ -

The Access To information will be displayed and editable for a specific EDA user.

The edits for Access To will be same as EDA registration for EDA Government or EDA Government Support Contractor.

Note: Vouchers - All checkbox will only be displayed for C/S/A within DFAS.



Edit User

Special Roles *

- ☐ User Administrator
- ☒ Executive
- ☐ EDM Help Desk
- ☐ Site Certification
- ☐ EDA POC
- ☐ CDR POC
- ☒ Audit Reports
- ☐ DFAS AAI Admin
- ☒ Upload/Inactive Contracts

Contracts	Actions
No records found.	
TEST	+

- ☐ Upload Attachments
- ☒ Contract Load Notification DoDAACs

DoDAACs	Actions
No records found.	
TEST	+

The Special Roles information will be displayed and editable for a specific EDA user.

Note: EDA Government user gets all roles and EDA Government Support Contractor user gets all roles EXCEPT user administrator.



Edit User

Comments

Add Comments

Note: Comments are permanent and cannot be deleted. Enter a comment then click the 'Add Comment' button to save the comment.

Attachments

+ Choose ↗ Upload ⌂ Cancel

NOTE: File size being uploaded must not exceed 8 MB (8,000 KB)

Review Forms

Status:
Review Required ▼

Comments:

Note: Comments are required when 'Stored in Another Location' or 'Review Required' is selected. Location must be specified in the Comments when status is 'Stored in Another Location'.

Submit

Return

The comments and attachments are displayed for a specific EDA user if they were added during the EDA registration. The EDA Administrator can add comments and attachments too.

Review Forms status and comments are displayed for a specific EDA user to be entered by EDA Administrator.



EDA POC Certificate Reset

EDA Admin, EDA POC, or an EDA Executive can reset a User's certificate by:

1. Log into SSO
2. Click the EDA Administration Console tab
3. Click the Reset Certificate link under the EDA Administration Menu
4. Enter the User ID of the user whose certificate is to be reset
5. Click Submit
6. Enter comments (required) in the Comments section
7. Click Submit
8. Receive message stating certificate was successfully reset
9. Provide one time password to the User who requested certificate reset



EDA POC Password Reset

EDA Admin, EDA POC, or an EDA Executive can reset a User's Password by:

1. Log into SSO
2. Click the EDA Administration Console tab
3. Click the Reset Password link under the EDA Administration Menu
4. Enter the User ID of the user whose password is to be changed
5. Click Submit
6. Enters comment (required) in the Comments section
7. Click Submit
8. Receive message stating password was successfully reset
9. Provide one time password to the User who requested password reset



Reset Password/Reset Certificate

Reset Password

User ID*

*Asterisk indicates required field.

Search for user information. Enter the 'User ID' then click the 'Submit' link.

Submit

Reset Certificate

User ID*

*Asterisk indicates required field.

Search for user information. Enter the 'User ID' then click the 'Submit' link.

Submit

**EDA Administrator is
able to reset EDA user
password and
certificate.**



Reset Password/Reset Certificate

User ID	First Name*	Last Name*
GovEmp1	John	Smith
E-mail*	Telephone*	Ext
john.smith@us.navy.mil	3326679933	443
Intl Country Code and Phone*	DSN	User Type
8823239333320		EDA Government
Title*	Organization*	Rank/Grade (* for Government Users)
title	organization	rank
Password Security Question 1	Password Security Question 2	Password Security Question 3
What is your home town?	What is your favorite color?	What is your favorite car?
Password Security Answer 1	Password Security Answer 2	Password Security Answer 3
Orlando	Red	Ford F150
Submit	Return	

After 'Submit' action button is clicked from 'Reset Password/Reset Certificate' screen, EDA Administrator is able to reset EDA user password and certificate in a new page.



EDA USER Resets Their Certificate

1. User navigates to the SSO Login screen
2. User enters their User ID and one time Password
3. User clicks Login
4. User inputs New Password
5. User inputs Confirm New Password
6. User clicks Submit
7. User is taken to the SSO Home Page

































EDA USER Resets their Password

1. User navigates to the SSO Login screen
2. User enters their User ID and one time Password
3. User clicks Login
4. User inputs New Password
5. User inputs Confirm New Password
6. User clicks Submit
7. User is taken to the SSO Home Page





Activating a Government

Account Information / Activation

Certificate User?	UserId	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875:	Active?	Actions
YES	GovEmp1	John	Smith	EDA Government	NAVY	05/05/2011	YES	NO	Review Required	NO	  
NO	GovEmp2	Jason	Smith	EDA Government	ARMY	05/05/2012	NO	YES	Review Required	YES	  
YES	GovEmp3	Derek	Nolan	EDA Government Support Contractor	AIR FORCE	07/05/2011	YES	NO	Review Required	NO	  
NO	Vendor2	Sue	Chan	Vendor	DCMA	05/25/2012	NO	YES		YES	  
YES	GovEmp4	John	Johnson	EDA Government	NAVY	04/05/2011	YES	NO	Review Required	NO	  
NO	GovEmp5	Mike	Smith	EDA Government	ARMY	05/05/2012	NO	YES	Review Required	YES	  
YES	GovEmp6	Chris	Nolan	EDA Government Support Contractor	AIR FORCE	07/22/2011	YES	NO	Review Required	NO	  
NO	Vendor3	Amy	Jacobs	Vendor	DCMA	05/25/2012	NO	YES		YES	  
NO	GovtEmp2	Sunny	Hudson	EDA Government	ARMY	05/05/2012	NO	YES	Review Required	YES	  
YES	GovtEmp3	Derek	Lee	EDA Government Support Contractor	AIR FORCE	07/05/2011	YES	NO	Review Required	NO	  

1 2

Comments:

The Account Information / Activation page will allow the EDA Administrator to search the users by these sortable fields. The results pages can be navigated at the bottom.
Note: EDA POC and Executive will only be able to see users under their C/S/A domains.

The 'Change All Status' and 'Send all to Archive' action buttons are displayed besides comments. Comments will be mandatory for activating users if their DD 2875 is in 'Review Required' status.














The user's information/special roles can be edited using 'Edit' action button. The status can be activated/deactivated using 'Change Status' action button. The user can be deleted using 'Send to Archive' action button.
Note: WAWF only deletes the users who have requested access but were never given it. All others will be archived.

UPDATE THIS SCREEN SHOT



GSC Contract Instrument Details

- Must enter contract expiration date.

First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
Justin	Chang	EDA Government Support Contractor	ACC	2014/01/03	YES	NO	Review Required	YES	SCR324PDSCONF		2015/01/31	   
Justin	Chang	EDA Government Support Contractor	Level 3	2014/01/03	NO	NO	Review Required	NO	SCR324PDSCONF			    
DCMA	PMO	EDA Government Support Contractor	DCMA	2013/11/02	YES	NO	Review Required	YES	SPM7M213M2715		2014/11/01	   

Edit Contract

EDA Administration Console


User ID : EDIP1410298500@EDA1111

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA PMO Administration
- EDA C/S/A Administration
- Exit

Edit Contract Instrument Details

User Name: Justin Chang User ID: edapmogsc30 User Type: EDA Government Support Contractor CSA: Level 3

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
DoD Contract (Non-FAR)	SCR324PDSCONF			Awaiting Approval	<input type="text"/> 	- Select -

Submit

Return



GSC Access Requests

Wide Area Workflow 5.5.1 User ID : edapmogsc31
[Printer Friendly](#)

[User](#) [EDA](#) [Documentation](#) [Lookup](#) [Logout](#)

[Profile Maintenance](#)
[Role Maintenance](#) [Add Roles](#)
[Security Maintenance](#) [View / Edit Roles](#)
[Submit User Feedback](#)
[Group Administrator Lookup](#)
[User Preferences](#)
[Vendor Messages](#)
[Government Messages](#)

Welcome to Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

Government and Government Support Contractor Messages

(2014-JAN-01) System: [All](#) Subject: [WAWF 5.5.1 / EDA 8.6 Build 3 OAT](#) Message For: [All Users](#)

The WAWF 5.5.1 / EDA 8.6 Build 3 OAT is scheduled for 3 - 14 Feb 2014.

Wide Area Workflow 5.5.1 User ID : edapmogsc31
[Printer Friendly](#)

[User](#) [EDA](#) [Documentation](#) [Lookup](#) [Logout](#)

Role Maintenance - View / Edit Roles

[EDA User Roles](#)

Role	Command / Service / Agency	Active Status	Supervisor	Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Comments	Attachments	Contract Instruments	Comments / Attachments	Contractor Access Request
EDA Government Support Contractor	ACC	Y		Non-DoD Contract (Non-FAR)	SCR324PDSCONF		2015/01/31	Y	N	Edit	View / Add	Request



GSC Access Requests Cont'd

Wide Area Workflow 5.5.1

User EDA Documentation Lookup Logout

Role Maintenance - Government Support Contractor Access Request

Current Access *

DoDAAC	DoDAAC Type
No records found.	

Contract Number
No records found.

Requested Access *

DoDAAC	DoDAAC Type	Actions
HQ0337	Pay	
<input type="text"/>	Select One	

And / Or

Contract Number	Actions
No records found.	

Save Help

Wide Area Workflow 5.5.1

User EDA Documentation Lookup Logout

User ID : edapmogs31
[Printer Friendly](#)

Role Maintenance - Government Support Contractor Access Request

[Request submitted successfully. Your EDA POC was sent an e-mail notification.](#)

Current Access *

DoDAAC	DoDAAC Type
No records found.	

Contract Number
No records found.

Requested Access *

DoDAAC	DoDAAC Type	Actions
HQ0337	Pay	
<input type="text"/>	Select One	

And / Or

Contract Number	Actions
No records found.	



GSC Access Requests Cont'd

EDA Administration Console User ID : edapmogov34

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request**
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/SIA Administration
- Exit

Government Support Contractor Access Request

Search Criteria

User ID	First Name	Last Name
equal to <input type="text" value="edapmogsc31"/>	equal to <input type="text"/>	equal to <input type="text"/>

Enter any combination of search criteria into the User ID, First Name, or Last Name.
Data must be entered in at least one search field. Enter search data then click the 'Search' button.

Search Results (1 items found)

Item	Userid	First Name	Last Name	Actions
1	edapmogsc31	Justin	Chang	

EDA Administration Console User ID : edapmogov34

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request**
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/SIA Administration
- Exit

Government Support Contractor Access Request

User Name: Justin Chang User ID: edapmogsc31 Date of Registration: 2014/01/03

Requested Access

DoDAAC	DoDAAC Type	Actions
HQ0337	Pay	
<input type="text"/>	Select One	

And / Or

Contract Number	Actions
No records found.	
<input type="text"/>	

EDA Administration Console User ID : edapmogov34

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request**
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA C/SIA Administration
- Exit

Government Support Contractor Access Request

Info: Request Access Approved successfully.

User Name: Justin Chang User ID: edapmogsc31 Date of Registration: 2014/01/03

Requested Access

DoDAAC	DoDAAC Type	Actions
HQ0337	Pay	
<input type="text"/>	Select One	



EDA POC Assignment

EDA Administration Console


EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments**
- Account Activation History
- Exit

EDA Administration Home

Welcome to the EDA Administration Console.

Select an option from the EDA Administration Menu on the left side of the page to begin.















Click EDA POC Assignments



EDA POC Assignments

EDA POC Assignments

C/S/A	Primary EDA POC	Alternate EDA POC	Office DoDAAC(s)	Office Mgmt Level	Actions
▶ AIR FORCE	Liu, Jean				
▶ DCMA	Starr, Michael				
▼ DCAA	worthington, bernie				
▼ DCAA REGION 1					
REGION 1 FIELD AUDIT OFFICES					
▶ DCAA REGION 2					
▶ DCAA REGION 3					
▶ DCAA REGION 4					
▶ DCAA REGION 6					
▶ DCAA REGION 9					
▶ DFAS					
▶ DLA					

EDA POC Assignments page will display all C/S/A structures with its EDA POC assignment information.
Note: This is a view of User Administrator where everything is shown. EDA POC and Executives are isolated to their domains.

The EDA Administrator is able to edit the C/S/A POC Assignments when 'Edit' action button is clicked in a new page .

Edit POC Assignments

EDA POC

Primary : Alternate :

Office Information

DoDAACs assigned to an Office : Mgmt Level :



C/S/A Administration

- If a C/S/A is moved, all users underneath it will be moved as well, and will remain active. (Known Issue)
- EDA Executive/POC can move a user within his/her C/S/A domain.
 - If user is moved from one C/S/A to another, user will be deactivated.
 - Losing EDA POC, Gaining EDA POC and user will get notified.
- EDA Executive/EDA POC can archive a user, but if the user is a CDR POC, then it has to be assigned to someone else first.
 - If the user is not a CDR POC, but has a CDR role, a message will be given asking the user if they are sure they want to archive.
- An EDA POC user cannot be archived until they are removed from the EDA POC Assignments table.
- C/S/A cannot be deleted until all users and EDA POC and CDR POC are removed. (EDA POC/CDR POCs must be removed from the POC assignments table)



EDA Administration Console: EDA C/S/A Administration

EDA C/S/A Administration

C/S/A

▼ TOP

▶ AIR FORCE

▶ DCMA

▼ DCAA

▼ DCAA REGION 1

REGION 1 FIELD AUDIT OFFICES

▶ DCAA REGION 2

▶ DCAA REGION 3

▶ DCAA REGION 4

▶ DCAA REGION 6

▶ DCAA REGION 9

▶ DFAS

▶ DLA

Only the EDA PMO is able to view the C/S/A structure and rename/move/delete/add new C/S/A. EDA Executive, EDA POC or User Administrator will not have this functionality.

Note: A parent level C/S/A cannot be deleted if there are any children C/S/A underneath it. A parent level C/S/A cannot be moved if there are any children C/S/A underneath it. If no children C/S/A exist, then the move button will move the C/S/A to another location including all of the users underneath it.

Enter a New C/S/A to Add or Update :

Rename C/S/A

Move C/S/A

Delete C/S/A











Add New C/S/A

Note: C/S/A selection is mandatory before rename, move, delete or add buttons can be used.






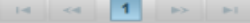

Account Activation History

Account Activation History

Userid	First Name	Last Name	Actions
GovEmp1	John	Smith	
GovEmp2	Jason	Smith	
GovEmp3	Derek	Nolan	
Vendor2	Sue		
GovEmp4	John		
GovEmp5	Mike		
		Nolan	
		Jacobs	
		Hudson	
		Lee	

EDA User Administrator can view Account Activation History of all users with the ability to search by UserId, First Name, and Last Name.
Note: EDA POC and Executive will only be able to see users under their C/S/A domains.

When the 'Details' action button is clicked, Account Activation History Details is displayed with a user's history in a new page.

Account Activation History Details						
User Name: John Smith User ID: GovEmp1 Date of Registration: 05/05/2011						
Comments	Date	User Type	Command / Service / Agency	Status	Administrator Name	Administrator Userid
	02/05/2012	EDA Government	NAVY	YES	Jacob Mayer	GovEmp5
	10/05/2011	EDA Government	NAVY	NO	Jacob Mayer	GovEmp5
	05/05/2011	EDA Government	NAVY	YES	Jacob Mayer	GovEmp5
						
						



CDR POC Assignments

EDA POC and CDR POC Assignments - Windows Internet Explorer

disa.mil

File Edit View Favorites Tools Help

EDA Home Ogden EDA Home Columbus SAM http--links.salientfed Salient email Salient Time Sheet Pay-net https--wawf.eb.mil- Salient Expenses

EDA POC and CDR POC Assignments

Department of Defense
Electronic Document Access
Next Generation

EDA POC and CDR POC Assignments

Ed EDA POC McPike (logout)
Today is Jan 28, 2014
[EDA User's Guide](#)

Document Selection > Administration > EDA POC and CDR POC Assignments

US Air Force User Account Manager - N/A
US Air Force CDR Manager(s) - N/A
US Air Force Executive(s) - Ed EDA POC McPike, Robert Steinhagen

C/S/A Name	EDA POC		Office			CDR POC		
	Primary	Alternate	CDR Org	DoDAAC(s)	Mgmt Level	Primary	Alternate	Group E-mail
+2 US Air Force	Steinhagen, Robert	McPike, Ed EDA POC						

If you need assistance with EDA, contact your EDA POC or [the EDA Help Desk](#).
Please report any suspicious or anomalous activity to [the EDA Help Desk](#).

Done

Trusted sites | Protected Mode: Off

1:00 PM
1/28/2014

CDR POC assignments functions will remain in EDA.



EDM/EFR Access Request

EDA POC must request access for their users.

Need EDA screenshot assignment table



Q&A?

DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

